



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
BLDG 2E SHERIDAN ROAD
FORT BLISS, TX 79916-6501

ATSS-CDA

10 January 2019

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter, Fort Bliss NCOA Basic Leader Course (BLC)

1. Congratulations on your selection and welcome to the Fort Bliss Noncommissioned Officer Academy. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our goal and mission, while you are assigned to the NCOA, are to provide excellent academic and performance based evaluations in an institutional based environment to develop competent, confident, well trained, and educated small unit leaders.
2. The BLC is a 22-academic day resident course consisting of 169 academic hours focusing on six Leader Core Competencies (LLC). These competencies are: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development along the PME learning continuum.
3. Students attending BLC must meet the following course prerequisites:
 - a. IAW AR 350-1, Structured Self-Development I (SSD-I) is the current prerequisite to attend the Basic Leader Course (BLC). In the near future SSD-I will change to the Distributed Leader Course I (DLC-I) and it will be the prerequisite for attendance to BLC.
 - b. Noncommissioned officer backlog. Within the guidelines of STEP (Section V) is defined as Soldiers with 37 or more months' time in grade who have been promoted without completing/graduating the Professional Military Education (PME) course in the Noncommissioned Officer Professional Development System (NCOPDS) required for their grade level. Soldiers on the legacy backlog are afforded one opportunity to attend their requisite NCO PME course. These Soldiers are not otherwise eligible for further promotion consideration unless they meet all of the training and educational requirements for their current rank.
 - c. Attendance is on a priority basis. Soldiers who qualify for BLC are placed on an Order of Merit List (OML) by the unit commander as follows:

- (1) SGTs who have not attended BLC and received an Exception to Policy (ETP) because of a deferred status.
 - (2) SPC/CPL in STAR MOSs.
 - (3) SPC/CPL promotable.
 - (4) SPC/CPL non-promotable.
- d. The Commandant will also ensure National Guard and Reserve (Compo 2 and 3) Soldiers in a TDY status are given priority consideration for class seats as appropriate. The Commandant can also accept "local walk-ons" provided Soldiers are otherwise fully qualified to attend BLC. Privates First Class and below **are NOT authorized** to attend BLC.
- e. Additional requirements. Soldiers must:
- (1) Meet height and weight standards IAW AR 600-9.
 - (2) Be eligible for reenlistment and have an attendance recommendation from their immediate commander.
 - (3) Have no suspension of favorable personnel actions (flags) or pending flags.
 - (4) Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower level course, e.g., basic training, SMCT Skill Level 1, SSD I/DLC I.
 - (5) Been medically cleared IAW AR 40-501, para 8-14 (8). A current (within the last 12 months) periodic health assessment or medical examination, to include all lab tests and consults, for Active Army Soldiers and ARNGUS and USAR Soldiers will be valid for attendance at Army schools.
 - (6) Pre-execution Check List (PEC) or Post Reservation Check List (PRCL).
 - (7) **Ensure that you have a current Record Pass APFT within 60 days of class start date.**
 - (8) The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.
 - (a) Active Component (AC) Soldiers must bring an automated TASS Unit Pre-execution Checklist (PEC), TRADOC Form 350-18-2-R-E with them. This form is available for download from the TRADOC website: <http://adminpubs.tradoc.army.mil/forms.html>.

- (b) Reserve Component (RC) Soldiers must report with the Post Reservation Checklist (PRCL), which took effect in April 2011, for U.S. Army Reserve and Army National Guard Soldiers. The PRCL must be completed by the Soldier's unit two days prior the report date. If the PRCL is not completed, the Soldier's reservation will be cancelled. Due to the use of the PRCL, Reserve Component (RC) Soldiers attending BLC at an RC NCOA will not need a TRADOC Form 350-18-2-R- E, PEC, as the information has already been verified through the PRCL.
- (c) AC Soldiers attending an RC NCOA will still be required to report with a copy of their signed PEC. In addition, all Soldiers, both AC and RC, will be required to report with a signed copy of their PEC when attending any AC NCOA.
- (d) Soldiers have 72 hours to provide all required missing documents. Soldiers who fail to provide required missing documents within the established timeline will not be enrolled and will be returned to their unit.
- (e) Common Access Card (CAC): All Soldiers attending BLC are required to have CAC access to the post Non-classified Internet Protocol Router Network (NIPRNet). This is a requirement for use of classroom computers.
- (f) Student qualifications in meeting prerequisite tasks are an individual and unit commander's responsibility. Upon arrival, Soldiers must possess the capability of performing supporting individual Skill Level 1 tasks.

4. Students attending BLC must meet the following enrollment requirements:

- a. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned course of instruction with a copy of their current profile and memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to an operational deployment.
- b. Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment, will be removed or deferred from school attendance consideration by their immediate commander, until the temporary profile is removed.
- c. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile,

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provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349, and the results of their MOS Administrative Retention Review as part of the course application.

d. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

e. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all course physical requirements. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

f. While attending the course, Soldier will be administered a height and weight screening and APFT. **Soldier who fail the initial height and weight screening and rescreening or initial APFT and retest will be considered for dismissal from the course.**

g. The NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites.

5. You are to report to the Fort Bliss NCOA, Sage Hall Building 311 on Pershing Road 1005 at 0700 hours on your report date in OCP with your sponsor. Please note that the NCOA staff will not be present until 0730hrs. At 0800 hours, your name will be called off from the current ATTRS roster and you will immediately begin to move into your respective platoon and receive an orientation, conduct in processing, and receive classroom assignments and parking instructions.

6. Minimum items required upon your arrival:

a. CAC (ID).

b. Copies of your Military orders (DD Form 1610) (TDY only) or copies of your DA 4187.

c. Army Combat Uniform (OCP/UCP), to include the required BLC Packing List.

d. Completed TASS Pre-execution checklist found on the Fort Bliss NCOA academy website, (TF 350-18-2-R-E, APR 2018).

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- e. Copy of any physical profiles DA Form 3349 signed by approval authority, **DA Form 705 current Record Pass within 60 days of arrival and DA Form 5500/5501 body fat worksheet (if required)**. Failure to meet the prerequisites outlined above will result in denial of enrollment from the course.
 - f. Copy of most current SRB.
 - g. Structured Self-Development I (SSD-I) Certificate (DA Form 87) showing proof of completion.
 - h. Copy of meal card (if applicable).
1. Additional Information:
- TDY Soldiers: TDY Soldiers will stay in the barracks located at Building 1005 and Building 1006 on Fort Bliss. All Students arriving TDY will call staff duty at (915) 780-9620 once they arrive to the El Paso International Airport for transportation to the barracks to ensure accountability and receive a room key to their assigned barracks. Make plans to arrive early to become familiar with Fort Bliss and the NCOA location. If you are flying, the closest airport is El Paso International Airport (ELP). Graduation is scheduled for 1000hrs. This time can change and you should not plan on flying out before 1500hrs on graduation day. All meals are provided in accordance with Fort Bliss travel guidance.
2. For additional information and resources please visit the following websites that will assist you prior to attending the Fort Bliss NCOA:

Fort Bliss NCOA website: <http://ncolcoe.armylive.dodlive.mil/warrior-leaders-course/>



Follow us on Facebook at: <https://www.facebook.com/fortblissncoa/>



Fort Bliss NCOA ACT community website:
<https://actnow.army.mil/communities/service/html/communityview?communityUuid=f615bd80-3382-4413-a19d-6e0277fd429f>

Fort Bliss NCOA Student Milsuite Page: <https://www.milsuite.mil/book/groups/fort-bliss-nco-academy-blc>

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Furthermore, download the Army Digital Rucksack that complements the Army Career Tracker (ACT) from your mobile phone inside your App Store application. This Application will provide Soldiers reach back capabilities to current doctrine. This will also provide access to learning and development tools focused on self-development, experiential learning, education and credentialing opportunities while attending BLC.

NCO Telephone Numbers:

Chief of Training	Chief of Operations	SDNCO
(915) 568-4744	(915) 568-2160	(915) 780-9620

Again, on behalf of the Commandant and the staff of Fort Bliss NCOA, congratulations on your selection. We look forward to your participation in this very important event. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome-based education for future Sergeants.

[More information about Fort Bliss.](#)



PATRICK KELLY
CSM, USA
Commandant